



OCCUPANT EMERGENCY PROGRAM

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Initiated By: Justice Management Division
Security and Emergency Planning Staff

1. **PURPOSE.** This order defines the Department of Justice (DOJ) Occupant Emergency Program and establishes the duties and responsibilities for the formulation and implementation of the program.
2. **SCOPE.** The provisions of this order apply to all DOJ components.
3. **CANCELLATION.** Order DOJ 2630.4B is canceled.
4. **REFERENCES.**
 - a. 41 CFR 101-20.500, et seq. establishes the Federal Government's responsibility for minimizing danger to life and property arising from fires, bomb threats, bombings, civil disturbances, and other disasters which may affect a Federal building or facility.
 - b. Order DOJ 2600.2B, Security Programs and Responsibilities, prescribes the general duties and responsibilities of Security Programs Managers and Security Officers, for the preparation and maintenance of effective contingency plans to ensure the protection of life and property in Federally occupied space.
 - c. Order DOJ 1779.2A, Occupational Safety and Health Program, prescribes the general duties and responsibilities of Safety and Health Managers for advising Security Programs Managers of the safety and health requirements necessary for developing an Occupant Emergency Program for the building or facility where the DOJ is the prime tenant.
5. **DEFINITIONS.**
 - a. **Department Components.** Refers to all offices, boards, divisions, and bureaus and their respective field organizations.

- b. **Department Security Officer.** The individual designated by the Assistant Attorney General for Administration as the Director of the Security and Emergency Planning Staff.
- c. **Designated Official.** The Designated official is the highest ranking DOJ component official in any building or facility occupied by one or several Department components.
- d. **Security Programs Manager.** An individual, regardless of title, with the delegated responsibility for the management and coordination of all security programs for Department components.
- e. **Security Officer.** Individuals, regardless of title, with the delegated responsibility, from a Security Programs Manager, for the implementation and administration of security programs.
- f. **Occupant Emergency Plan (OEP).** The OEP is a detailed security programs guidance document denoting the organization and emergency response procedures that are required for the evacuation of a Department building or facility under emergency conditions, including training of personnel.
- g. **Occupant Emergency Organization (OEO).** The OEO consists of Federal employees appointed by their respective Departmental components, to execute the requirements of the OEP.
- h. **Prime Tenant.** An organization with the largest number of employees in a building or facility. Prime tenant information concerning the DOJ can be obtained by contacting the Facilities and Administrative Services Staff.

6. POLICY.

- a. The policy of the Department is to protect life and property by maintaining an effective OEP in each DOJ building or facility throughout the United States.
- b. When the DOJ is not the prime tenant in a building or facility, the Designated Official or the Security Programs Manager of the Department component occupying the premises will cooperate with the prime tenant to establish an effective OEP. When the prime tenant fails to develop an OEP, these persons or their designees, will develop an OEP for the building or facility to ensure the safety of DOJ personnel and the protection of DOJ property.

7. RESPONSIBILITIES.

- a. **The Department Security Officer.** The Department Security Officer is responsible for:

- (1) Ensuring Departmental compliance with this order and other Departmental security orders.
 - (2) Performing the Designated Official duties at the Main Justice Building (MJB).
 - (3) Ensuring that an OEO is established at the MJB. The OEO is tasked with the responsibility for developing, maintaining, and implementing an OEP at the MJB. OEO members and their duties are contained in the MJB OEP dated June 30, 1990.
- b. **The Designated Official.** The Designated Official, as the highest ranking DOJ component official in a building or facility, shall ensure that an OEP is developed for that building or facility and that an OEO is staffed and trained to protect property and to ensure the safety of component employees in the event that the building or facility must be evacuated. In a building in which a DOJ component is not the prime tenant, the Designated Official shall develop an OEP with the individual selected by mutual agreement of the occupying tenants of the building, or shall develop an OEP for the DOJ component(s), as required.
- c. **The Security Programs Manager.** The Security Program Manager is appointed by the component head and is responsible for the management of the security program and for the coordination of the OEP with the Designated Official. The security Programs Manager will also ensure the preparation, implementation, and maintenance of an OEP for every building or facility occupied by employees of the Department component. Additionally, the security Programs Manager will be responsible for oversight of the selecting, organizing, and training of an adequate OEO staff necessary to implement the OEP.
- d. **The Security Officer.** The Security Officer is appointed by the component head and is responsible for the administration and implementation of the component security program and the OEP within a building or facility. The Security Officer is also responsible for the implementation of the OEP during an emergency evacuation of the building. The Security Officer will also ensure that the OEP is up-to-date in regard to any changes in personnel assignments or building modifications.
- e. **Safety and Health Managers.** Safety and Health Managers are responsible for providing the necessary safety and health guidance required for developing, updating, and modifying the OEPs for their Department component. The Department safety and Health Manager will provide such guidance to the Department Security Officer and the OEO at the MJB.
- f. **The General Services Administration (GSA).** The GSA is responsible for the installation and maintenance of equipment, such as alarm systems and fire fighting apparatus in support of an OEP. The GSA will provide training in the use of such equipment. Assigned GSA building managers are responsible for providing assistance, information, guidance, and advice concerning the OEP.
- g. **The Building Manager.** The building managers in buildings where DOJ is the prime tenant will assist the DO in recruiting qualified personnel for technical services and for arranging OEP training.

8. **IMPLEMENTATION PROCEDURES.** In all buildings or facilities occupied by a Department component, the Designated Official, the Security Programs Manager, and the Security Officer shall:

- a. Formulate and implement an OEP within 6 months of the effective date of this order or within 30 days of relocating to another building or facility.
- b. Maintain a current list of all individuals responsible for implementing the OEP for the specific building or facility. This list should include the Designated Official, the Alternate Designated Official, and the building manager.

9. **GUIDANCE FOR DEVELOPMENT AND IMPLEMENTATION OF AN OEP.**

- a. General guidance concerning any aspect of the OEP can be obtained from the Department Security Officer, the applicable GSA building manager, or the Department Safety Manager.
- b. Security Programs Managers can procure copies of the MJB OEP and the GSA Occupant Emergency Program Guide from the Department Security Officer to assist them in the development and implementation of their OEP. Modifications to the model OEP should be based on the building's use, needs of the occupants, and structural design. Changes may be made to meet unique circumstances.
- c. Maintain a current file of OEPs for each building occupied by component employees and forward a copy of the OEP to the following offices:
 - (1) The building manager.
 - (2) The Federal Protective Service at the local GSA Regional Office.
 - (3) The Department Security Officer.
- d. Conduct yearly fire drills with the concurrence of the Designated Official.
 - (1) The fire drill will include evacuation of all employees to designated locations outside the building except in DOJ facilities operated by the Bureau of Prisons (BOP). BOP personnel will review their OEP annually and may modify it to accommodate their unique circumstances.
 - (2) All fire drill reports shall be provided to the Department Security Officer.

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